



**GLENDALE UNIFIED SCHOOL DISTRICT**

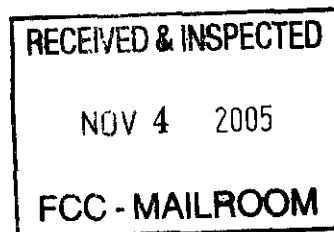
223 North Jackson Street, Glendale, CA 91206-4380

Telephone: 818-241-3111, Ext. 215 • Fax: 818-548-9041

**OFFICE OF THE SUPERINTENDENT**

November 1, 2005

Marlene Dortch  
Office of the Secretary  
Federal Communications Commission  
445 12<sup>th</sup> Street SW  
Washington, D.C. 20554



**DOCKET FILE COPY ORIGINAL**

In the Matter of:

Request for Review of the Decision of the Universal Service Administrator  
Appeal and Waiver Request  
Glendale Unified School District  
Glendale, California

Docket No. 02-6

The Glendale Unified School District (Glendale, California), respectfully requests the Federal Communications Commission to review a decision by the Schools and Libraries Division (SLD) reducing the amount of funding awarded to the Glendale Unified School District for the 2003-04 funding year in the amount of \$432,584.40. This request is in conjunction with Funding Request numbers 980062 and 980113.

**Background**

In November of 2002, the Glendale Unified School District (hereafter referred to as the "District") filed Form 470 to apply for "internal connections" funding with the SLD for two schools, Toll Middle School and Balboa Elementary School. After the appropriate time period, in February 2003, the District filed Form 471s for the two schools which resulted in the generation of a Funding Request Number (FRN) for each school [Form 470 and 471: pages 7-96 in attached documents].

The FRN generated for Toll Middle School was number 980113. The project cost in the funding request was established at \$884,243.94 which when discounted at the 80% rate resulted in the funding request amount of \$707,395.15. Eligible work for this FRN, if approved, could have begun on July 1, 2003.

The FRN generated for Balboa Elementary School was number 980062. The project cost in the funding request for this school was established at \$601,571.41 which when discounted at the 80% rate resulted in the funding request amount of \$481,263.31. Eligible work for this FRN, if approved, have could begun on July 1, 2003.

No. of Copies 0  
List ABCDE

The total funding requested from the SLD for FRNs 980062 and 980113 together was \$1,188,658.46.

The District received a Funding Commitment Decision Letter for FRNs 980062 and 980113 from the SLD (dated March 3, 2004). The entire \$1,188,658.46 funding commitment amount was approved. This Funding Commitment Decision Letter (FCDL) was received more than 13 months after the date that the Form 471s for these two schools had been submitted and 8 months after eligible work for the projects could have been started.

After receiving the Funding Commitment Decision Letter in our office, on March 8, 2004, the District submitted on the same day, the required Form 486 to confirm receipt of the said FCDL. The District was very grateful that both FRNs had been fully funded as work on the Balboa and Toll projects had proceeded during the eligible funding timeframe. The projects were completed by the contractors and final invoices were submitted to the District for payment in May 2004 [Funding Commitment Decision Letter: pages 97-101 in attached documents, Form 486: pages 102-111 in the attached documents].

On June 24, 2004, the District filed a Billed Entity Applicant Reimbursement Form (BEAR) to be reimbursed after paying the contractors for their work on these projects. The total reimbursement request on the BEAR form for the two FRNs was \$624,782.40. There were 11 separate invoices listed on the BEAR form that was sent by the District which totaled \$624,782.40 [Form 472 (BEAR): pages 112-115 in the attached documents].

At the end of November 2004, the District received the Form 472 (BEAR Form) Notification Letter. The Notification Letter informed the contractor that \$192,198.00 had been approved for reimbursement and that the contractor could either give the District a check or discount their invoices to the District [Form 472 BEAR Notification Letter: pages 116-120].

Because of the confusing and abbreviated format of the BEAR Notification Letter, when District officials received the copy of the Notification form, we were unconcerned because we assumed that this form was a notice of partial payment toward the funding commitment decision amount that was listed on each of the BEAR form's blocks of information. Nowhere in the BEAR Notification are words such as "not approved" or "denied" used in the body of the letter nor in the individual blocks of information which corresponded to the 11 invoices listed on the Form 472 BEAR sent by the District in June 2004.

In January 2005, when no further payments came from the SLD, the District began to investigate further directly with the SLD, only to find that the BEAR Notification Letter received in November 2004, in effect, was a denial of reimbursement for eight out of the eleven invoices listed on the original 472 BEAR form sent to the SLD by the District in June 2004. The eight denied invoices totaled \$432,584.40. These denials were certainly not in the spirit of the FCC's E-rate program, and do not serve the public interest, or the interests of our students.

It should be noted that until the District called the SLD in early 2005, District staff had received no clear communication, of which it was aware, from the SLD informing the District that portions of the original funding which had been committed to by the SLD, had subsequently been denied. Because we were not clearly informed of this issue in a timely manner by the SLD, the District was unable to appeal these decisions within the regulatory window.

In further conversation with SLD employees, it became evident that the denial of funding resulted when a Glendale Unified School District Employee inadvertently placed the date that the District sent the Form 486 to the SLD (March 8, 2004) in the place of the date that work was to begin on the two FRNs in question. In other words, although the eligible window for work on these two projects was from July 1, 2003 to June 30, 2004, because of the failure of the SLD to notify the District in a timely manner of an erroneous start date, the District was unable to appeal this decision within the regulatory guidelines established.

After being told by SLD employees that there was no way to successfully appeal, the District enlisted the help of our congressman, the Honorable Adam Schiff in April, 2005. Congressman Schiff sent a letter to the FCC inquiring into this matter. In late June, 2005 the Congressman's office received a letter from Vickie Robinson, Deputy Chief of the Telecommunications Access Policy Division, Wireless Competition Bureau, of the Federal Communications Commission advising him that Glendale had not responded in a timely manner to appeal [Correspondence: pages 1-6 in attached documents]

#### **Our Collective Meeting with Congressman Schiff**

Congressman Schiff agreed to help the District move forward in this matter and graciously organized a meeting in Washington between himself, the District, and SLD and FCC officials. Also present at that meeting was a representative of the Pasadena Unified School District, who was representing the Pasadena district in a matter with the same officials.

The meeting took place in the Congressman's office in Washington D.C., on the morning of September 28, 2005. The Congressman facilitated the meeting. In attendance to discuss the Glendale Unified School District issue were:

Adam B. Schiff	Congressman, 29 <sup>th</sup> District, California
Tim Hysom	Legislative Assistant, Congressman Schiff
Narda Jones	Federal Communications Commission
Jim Balaguer	Federal Communications Commission
Ruth Yodaiken	Federal Communications Commission
Tanya Sullivan	Universal Services Administrative Corporation
Melvin Blackwell	Universal Services Administrative Corporation

Joylene Wagner  
Steve Hodgson  
Scott Price

Board Member, Glendale Unified School District  
Glendale Unified School District  
Glendale Unified School District

After discussing the issue with the group, it became evident that none of those present disputed the facts of the case. All present understood the sequence of events that had led to the denial. USAC representatives said that they were bound by regulatory policies and could not have allowed the District to change the date on Form 486 even if the District had formerly appealed to them. The advice from both USAC and FCC officials was to appeal directly to the FCC. The District was appreciative of the candor of those in the meeting and asked for instruction on the appeal process. The Congressman said that he would support the appeal with a letter from his office.

#### **Events Subsequent to the Meeting in Washington D.C.**

A few days after the Washington meeting, Ms. Sullivan sent an email to the Congressman's office with an attachment of correspondence that she had found that was not in the District's packet of information. Mr. Hysom forwarded the information to the District to ask if this changed the need for an appeal.

The correspondence was dated, March 17, 2004 and was entitled Form 486 Notification Letter [Form 486 Notification Letter: pages 121-125 in attached documents].

When the District received the March 17, 2004 document emailed by Ms. Sullivan, it had been the first time any of those currently working on this issue had seen it. We had staff search all of the files and indeed we did find an original copy that had been sent to the District. At first we were upset that we were not aware of this document, it appeared to highlight Service Start Dates and emphasize their importance.

On further review of the form, it becomes more clear how this correspondence could have been dismissed. Unfortunately, the person who initially would have received this form no longer works for the District, so recreation of what that individual might have been thinking when or if they saw this form is difficult to determine. But as each section of the letter is reviewed, if a person was assuming that the original Form 486 was submitted with correct dates, then there would be no reason to assume from this SLD communication that there might in fact be an error, but instead only looks like a courtesy notification.

**First, it appears that this document is a form letter simply acknowledging the receipt of the Form 486.** The opening paragraph states that the SLD "has received and accepted an FCC Form 486, Receipt of Service Confirmation Form...."

The second and third paragraphs give general "next steps" information. The third paragraph warns that this Form 486 will supersede and former Form 486. Since the District had no former Form 486, this paragraph could be easily dismissed by the person reading the letter.

**Next, it appears that no changes have been made in the Service Start Date.** The fourth paragraph talks about "Service Start Dates", stating:

*There may be some situations where one of more Service Start Dates as reflected on this letter have been changed from what you indicated on the Form 486. Such changes are made by the SLD to be in compliance with program rules. You will know that a change has been made by if there is an asterisk next to the Service Start Date...*

This sentence warns of changes in a change of date that the SLD may have made, it does not warn of possible errors made by the District in Service Start Dates. If someone were reading through this paragraph and were to glance at the Service Start Dates listed in the block information for each FRN, none of the "Service Start Dates" contains an asterisk. This is correct because the SLD did not change the date, but the paragraph specifically is asking the reader to look for asterisks, not to verify your "Service Start Dates". Seeing no asterisks could easily confuse the reader of the letter into believing that there are no issues and that the SLD is certifying the correctness of the data.

**Finally, additional information on Service Start Dates and Adjusted Funding Commitment might lead the reader to believe that all forms have been correctly submitted.** When reading the guide to the Form 486 Notification Letter Funding Commitment Report (Page 3 of the letter in question, starting with Paragraph 7), the form reiterates to look for asterisks. It then proceeds to tell you that any reason for "Service Start Date Change Explanation" will be shown "ONLY IF RELEVANT [emphasis is the form's not the author's]", and finally that any adjustment in funding will be shown "ONLY IF RELEVANT".

Upon review of the block information provided in Form 486 Notification Funding Letter pertaining to the individual FRNs for Toll and Balboa (Pages 4 & 5), there are no telltale asterisks, no "Service Start Date Change Explanation", and no funding adjustments listed. Therefore, although at first glance it may appear that this form is a notification to the District that there may have been a change in the date initially submitted on Form 486, it in fact does the opposite by reassuring the reader of the form that no changes have been made because none of the elements that might signal a change in funding or date are present. The Form 486 Notification Letter is a standard form. It was never meant to flag possible inconsistencies in Service Start Dates between Form 471 and Form 486, instead it reassures that recipient that all information has been received and is correct.

Forms created and used by the SLD have improved over the years, but more improvement is needed. There appears to be few or no checks in the system that can screen for inconsistencies

between iterations of consecutive forms. Because of the lack of clarity that exists within the forms, regulations rather than the good of the public interest are served which unfairly impacts students. To be informed of an inconsistency in forms that causes such a drastic change in funding, literally nine months (March, 2004 – January, 2005) after the form was submitted is not a good way to service the schools that the program was designed to help.

**Summary and Recommended Resolution**


The District appreciates what FCC, the Universal Service Administrative Corporation and SLD employees do for our schools. Over the years that the E-Rate program has been in place, the service and attitude within the system have improved dramatically. This is the first issue that that District has ever had with the format and implementation of the program. We are so grateful for the funds that the District has received to support the instructional program by assuring that our students are connected and Internet-Savvy.

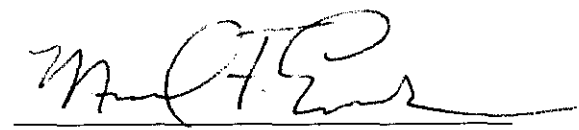
We also appreciate those individuals with whom District officials met in Congressman Schiff's office. It was a wonderful opportunity to get acquainted with those individuals and see all of the effort they are making to make the program work well for those who benefit by it. As stated earlier, we valued immensely your candor and your kind attitude and willingness to help.

We hope that upon review of our FCC appeal, this matter can be resolved and the District can be reimbursed in the amount of \$432,584.40 to complete the payment requested on the BEAR form submitted by the District on June 24, 2004.

Thank you very much for your assistance and support in this important matter.

Sincerely,

  
Mary W. Boger  
President, Board of Education

  
Michael F. Escalante, Ed.D.  
Superintendent of Schools

cc: Congressman Adam Schiff  
Board of Education

JUDICIARY COMMITTEE  
SUBCOMMITTEE ON COURTS, THE INTERNET  
AND INTELLECTUAL PROPERTY

INTERNATIONAL RELATIONS  
COMMITTEE

SUBCOMMITTEE ON  
THE MIDDLE EAST AND CENTRAL ASIA

SUBCOMMITTEE ON  
OVERSIGHT AND INVESTIGATIONS

SUBCOMMITTEE ON INTERNATIONAL  
TERRORISM AND NONPROLIFERATION

DEMOCRATIC STUDY GROUP  
ON NATIONAL SECURITY

Co-FOUNDER AND Co-CHAIR

SENIOR WHIP



**ADAM B. SCHIFF**  
29TH DISTRICT, CALIFORNIA

☐ WASHINGTON OFFICE:  
326 CANNON HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
(202) 225-4178  
FAX: (202) 225-5828

☐ DISTRICT OFFICE:  
BRALEY BUILDING  
35 SOUTH RAYMOND AVENUE  
SUITE 205  
PASADENA, CA 91105  
(626) 304-2727  
FAX: (626) 304-0572

E-MAIL VIA WEB ADDRESS AT:  
[www.house.gov/schiff](http://www.house.gov/schiff)

October 31, 2005

Mr. Kevin Martin  
Chairman  
Federal Communications Commission  
445 12<sup>th</sup> Street SW  
Washington, D.C. 20544

**COPY**

Dear Chairman Martin:

On September 28th, I met with Narda Jones, FCC Chief of the Telecommunications Access Policy Division, and Mel Blackwell, Acting Vice President of Schools and Libraries Division at the Universal Service Administrative Company, regarding an ongoing situation involving the Glendale Unified School District (GUSD) located in my Congressional District.

The E-rate reimbursement program provides an essential part of the funding that gives our local schools access to cutting-edge technology and telecommunications services. Without these critical funds, our school districts would struggle to pay for these services out of their already strained budgets. While the program is not perfect, the school districts that I represent are grateful for the assistance they receive under the Schools and Libraries Universal Service Support Mechanism.

In late 2002, however, the GUSD submitted Form 470 and Form 471 to the Schools and Libraries Division (SLD) for 2003-04 E-Rate funding to complete networking projects at Balboa Elementary School and Toll Middle School. In March 2004, the District received a Funding Commitment Decision Letter from the SLD stating that the two projects had been fully funded. In returning the subsequent form (Form 486) to the SLD, GUSD staff incorrectly entered the date the Form 486 was sent (March, 2004), instead of the date that work on the two projects began (July, 2003). This created a paperwork confusion in which project work completed between July 2003 and March 2004 would be later be denied funding by the SLD despite the fact that GUSD had received a Funding Commitment Letter promising full project funding. The end result was a loss of \$432,000 to GUSD, certainly not a fair result for the 28,000 students that it serves. The appeal filed by the Glendale Unified School District—now pending before the FCC—seeks to restore this funding.

When meeting with GUSD officials, the FCC, and the SLD, all parties agreed on the facts of the case. Although SLD officials could sympathize with the situation, regulations disallow them from an administrative remedy. All suggested that GUSD go through the official FCC appeals process.

I would ask that the FCC expedite the appeals process for the Glendale Unified School District claim to ensure that a resolution can be reached as soon as possible. Every day that the reimbursement is delayed it places a burden on our schools and our children. As you examine the merits of this appeal, I believe that you will find that the representatives from the Glendale Unified School District acted in good faith throughout the process.

I appreciate your prompt attention to this request and look forward to working with you in the future to ensure that this critical program continues to help provide much needed technology and services to our schools and libraries. Should you have further questions, or need additional clarification, please do not hesitate to contact me.

Sincerely,

ADAM B. SCHIFF



WASHINGTON OFFICE:  
☐ 325 CANNON HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
(202) 225-4176  
FAX: (202) 225-5828  
  
DISTRICT OFFICE:  
☒ BRALEY BUILDING  
35 SOUTH RAYMOND AVENUE  
SUITE 205  
PASADENA, CA 91105  
(626) 304-2727  
FAX: (626) 304-0572  
  
E-MAIL VIA WEB ADDRESS AT:  
www.house.gov/schiff

JUDICIARY COMMITTEE  
SUBCOMMITTEE ON CRIME, TERRORISM AND  
HOMELAND SECURITY  
  
SUBCOMMITTEE ON THE CONSTITUTION  
  
INTERNATIONAL RELATIONS  
COMMITTEE  
SUBCOMMITTEE ON THE MIDDLE EAST AND  
CENTRAL ASIA  
  
SUBCOMMITTEE ON INTERNATIONAL TERRORISM,  
NONPROLIFERATION AND HUMAN RIGHTS

Congress of the United States  
House of Representatives  
Washington, DC 20515-0529

SENIOR WHIP  
June 21, 2005

The Hon. Mary W. Boger  
Glendale School Board  
1601 Capistrano Avenue  
Glendale, CA 91208-1924


Dear Mary:

This letter is in response to your request for assistance with the Federal Communications Commission (FCC) regarding Glendale Unified School District's request for reimbursement under the E-rate program.

Attached is a copy of the response our office received from Vickie S. Robinson, deputy chief, Telecommunications Access Policy Division, Wireline Competition Bureau, FCC, Washington, D.C. As you will read, Ms. Robinson states the Glendale Unified School District's FCC Form 486 which was submitted in March of 2004 included an inaccurate service start date. As a result of this error, the Universal Service Administrative Company (Administrator) denied an invoice reimbursement request with an adjusted funding amount based upon the alternate starting date that GUSD included in its original FCC Form 486. According to Ms. Robinson, Glendale Unified School District was notified of the denial and the appeal rights associated with this decision. She further states Glendale Unified School District failed to appeal this decision of denial in a timely manner.

In light of this response, our office is interested in knowing how you wish to pursue this matter. Our office can facilitate a meeting between FCC and Glendale Unified School District in our Washington, D.C. office or via a conference call. Please consider the possibility and advise Elizabeth Vuna of my district office staff accordingly. Our telephone number is (626) 304-2727.

Sincerely,

  
ADAM B. SCHIFF  
Member of Congress

ABS/ev  
Enclosure

*I would like to help on  
- this in any way for District I  
can be of service. Please  
let me know.*

RECEIVED  
BUSINESS SERVICE  
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Federal Communications Commission  
Washington, D.C. 20554

May 27, 2005

**RECEIVED IN PASADENA**

**JUN 20 2005**

The Honorable Adam Schiff  
The United States House of Representatives  
Braley Building  
35 South Raymond Ave.  
Suite 205  
Pasadena, CA 91105

**CONGRESSMAN ADAM B. SCHIFF**

Dear Congressman Schiff:

Thank you for your April 21, 2005 letter forwarding correspondence from your constituent, Mary W. Boger of Glendale Unified School District (Glendale USD). Specifically, you inquired about the status of Glendale USD's request for discounts under the schools and libraries universal service mechanism (commonly referred to as the E-rate program).

Under the schools and libraries support mechanism, eligible schools, libraries, and consortia that include eligible schools and libraries, may apply for discounts for eligible telecommunications services, Internet access, and internal connections. Participants in the E-rate program are required to file a series of forms with the Universal Service Administrative Company (Administrator) to ensure that all funds are used in compliance with program rules and requirements. In order to make certain that invoices are only paid for those services and equipment that have actually been delivered, participating schools and libraries are required to file the FCC Form 486 which, among other things, informs the Administrator of the specific service start date. Upon receipt of the FCC Form 486, the Administrator sends an acknowledgement letter that reiterates information included in the form.

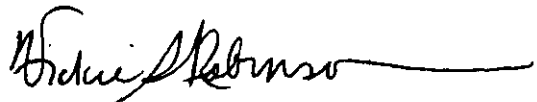
In the case of Glendale USD, as Ms. Boger's letter notes, the FCC Form 486 submitted in March of 2004 listed a date further along in the school year than the date for which Glendale USD had been approved. The Administrator's acknowledgment letter reflected the start date provided in Glendale's USD's FCC Form 486. It does not appear, however, that Glendale USD acted at that time to change the start date or alert the Administrator about what was apparently an erroneous start date. In November 2004, the Administrator responded to an invoice reimbursement request with an adjusted funding amount based upon the service start date that Glendale USD had included in its FCC Form 486. Such notices are routinely sent to both applicants and service providers.

Ms. Boger's April 2005 correspondence indicates that Glendale USD was informed by the Administrator that appeal period had lapsed. Pursuant to section 54.720 of the Commission's rules, affected parties requesting review of an Administrator's decision must file its request either to the Administrator or the Commission within 60 days of the issuance of the decision in question. We have consistently held that

applicants are responsible for submitting their appeals in a timely manner and complying with program rules and procedures.<sup>1</sup>

Thank you for sharing your concerns in this matter. If you require additional information, please do not hesitate to contact the Telecommunications Access Policy Division at (202) 418-7400.

Sincerely,



Vickie S. Robinson  
Deputy Chief  
Telecommunications Access Policy Division  
Wireline Competition Bureau


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<sup>1</sup> *Request for Waiver by Duncan Public Library, et al., Federal-State Joint Board on Universal Service, Changes to the Board of Directors of the National Exchange Carrier Association, Inc., File No. SLD 325536, CC Docket Nos. 96-45 and 97-21, Order, 17 FCC Rcd 22430, 22431 (Wireline Comp. Bur. 2003); Request for Review by Danbury Public Schools, Federal-State Joint Board on Universal Service, Changes to the Board of Directors of the National Exchange Carrier Association, Inc., File No. NEC.471.04-13-00.31900001, CC Docket Nos. 96-45 and 97-21, Order, 16 FCC Rcd 10910 (Com. Car. Bur 2001).*

GLENDAL Unified School District

Business Services

April 21, 2005

TO: Dr. Michael F. Escalante  
FROM: Steve Hodgson   
SUBJECT: Letter to Congressman Adam Schiff Regarding E-Rate Funding

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After the Board of Education meeting on Tuesday, Mrs. Boger signed a letter to Congressman Schiff regarding our need for the assistance of his office in resolving a dispute we are having with the Schools and Library Division of the Federal Communications Commission (SLD). SLD oversees the distribution of E-Rate funding to schools and libraries for internal connection (low-voltage data network) projects.

As the attached letter outlines, SLD has made the decision not to fund \$432,584 in qualifying E-Rate projects at Balboa Elementary and Toll Middle Schools. Although the SLD had previously approved our submittal, its more recent decision was based on an incorrect project start date we noted on one of the numerous submitted SLD forms.

We are hopeful that with the assistance of Congressman Schiff "reason" will prevail and that this important project funding will eventually be received.

Please let me know if you have any questions.

SRH:ks  
Attachment

Wordocs/memos/MikeEscalante/04-05/April 05

Steve

# GLENDALE UNIFIED SCHOOL DISTRICT

223 NORTH JACKSON STREET

GLENDALE, CALIFORNIA 91206

(818) 241-3111

April 19, 2005

Honorable Adam Schiff  
35 South Raymond Avenue, Suite 205  
Pasadena, CA 91105

Dear Congressman Schiff:

I am writing to ask for the assistance of your office in helping to resolve an important matter between the District and the Schools and Libraries Division (SLD) of the Federal Communication Commission. Specifically, this relates to our application for E-Rate funding for internal connection (low-voltage data network) projects at Balboa Elementary and Toll Middle Schools.

Here is some background information which should be of value in your analysis:

- The District submitted its application to SLD for E-Rate funding in conjunction with our renovation and modernization projects at Balboa Elementary and Toll Middle Schools. This submittal was within the required submittal window (Form 470 in November 2002, and Form 471 between December 2002 and January 2003).
- The District received confirmation from SLD of our submittal on February 12, 2003.
- The District received a "Funding Commitment Decision Letter" from SLD (dated March 3, 2004) on March 8, 2004.
- That same day (March 8, 2004), the District submitted Form 486 (Receipt of Service Confirmation) to SLD.

Special Note: Regarding the "Service Start Date", Column F of Form 486, we inadvertently noted March 8, 2004 as the project start date instead of the beginning of the SLD funding year of July 1, 2003. Based on that fact, SLD (on November 19, 2004) denied reimbursement for all related project work at Balboa and Toll (\$432,584.40) that occurred between July 1, 2003 and February 29, 2004.

District staff has contacted its assigned SLD representative (Michael A. Knight, Program Integrity Assurance at SLD, phone number 973-560-4422) and has been advised that we are now outside any reasonable appeal period.

Honorable Adam Schiff  
April 19, 2005  
Page 2

As you will note from your recent visit to R.D. White Elementary School for its re-dedication ceremony, our Measure K renovation, modernization, and new construction projects are dependent upon a combination of funding sources including our local general bonds, State School bonds, and, as applicable, Federal (E-Rate) funding.

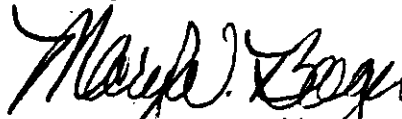
Needless to say, the loss of \$432,584.40 will have a significant and negative impact on our ability to sustain the level of progress achieved to date under our Measure K "Building for Excellence" program.

Your assistance on our behalf in resolving this matter with SLD would be greatly appreciated.

Please let me know if any additional information would be helpful.

Thank you very much.

Sincerely,

  
Mary W. Boger, President  
Board of Education

*Thank you, Adam!*  
*SRH*

SRH:ks

Enclosures:

- Form 470 for Balboa Elementary and Toll Middle Schools
- Form 471 for Balboa Elementary and Toll Middle Schools
- Form 471 Receipt Acknowledgement Letter (dated February 12, 2003)
- Funding Commitment Decision Letter (dated March 3, 2004)
- Receipt of Service Confirmation Form (dated March 8, 2004)
- Form 472 (BEAR Form) Notification Letter (dated November 19, 2004)

c: Michael F. Escalante, Ed.D., Superintendent  
Members of the Board of Education  
Stephen R. Hodgson, Ed.D., Chief Business and Financial Officer

Wordocs/letters/04-05/April 05

**470**

# Schools and Libraries Universal Service Description of Services Requested and Certification Form

Estimated Average Burden Hours Per Response: 5.0 hours

This form is designed to help you describe the eligible telecommunications-related services you seek so that this data can be posted on the Fund Administrator website and interested service providers can identify you as a potential customer and compete to serve you.

Please read instructions before completing.

(To be completed by entity that will negotiate with providers.)

## Block 1: Applicant Address and Identifications (School, library, or consortium desiring Universal Service funding.)

Form 470 Application Number: 319650000432587

Applicant's Form Identifier: 2003TOL470

Application Status: CERTIFIED

Posting Date: 11/19/2002

Allowable Contract Date: 12/17/2002

Certification Received Date: 11/19/2002

**1. Name of Applicant:**

ELEANOR J TOLL MIDDLE SCHOOL

**2. Funding Year:**

07/01/2003 - 06/30/2004

**3. Your Entity Number**

102321

**4. Applicant's Street Address, P.O.Box, or Route Number****a. Street**

700 GLENWOOD RD

**City**

GLENDALE

**State**

CA

**Zip Code 5Digit**

91202

**Zip Code 4Digit**

1524

**b. Telephone number**

ext.

(818) 244- 8414

**c. Fax number**

(818) 500- 1487

**d. E-mail Address**

pkennedy@gusd.net

**5. Type Of Applicant (Check only one box)**

☐ Library (including library system, library branch, or library consortium applying as a library)

☒ Individual School (individual public or non-public school)

☐ School District (LEA; public or non-public[e.g., diocesan] local district representing multiple schools)

☐ Consortium (intermediate service agencies, states, state networks, special consortia)

**6a. Contact Person's Name:** Patrick Kennedy**6b. Street Address, P.O.Box, or Route Number (if different from Item 4)**

223 North Jackson Street			
City	State	Zip Code 5Digit	Zip Code 4Digit
Glendale	CA	91214	4380
6c. Telephone Number (10 digits + ext.) (818) 241- 3111			
6d. Fax Number (10 digits) (818) 247- 5254			
6e. E-mail Address (50 characters max.) pkennedy@gusd.net			

**Block 2: Summary Description of Needs or Services Requested**

**7 This Form 470 describes (check all that apply):**

- a. ☐ Tariffed services - telecommunications services, purchased at regulated prices, for which the applicant has no signed, written contract. A new Form 470 must be filed for tariffed services for each funding year.
- b. ☐ Month-to-month services for which the applicant has no signed, written contract. A new Form 470 must be filed for these services for each funding year.
- c. ☒ Services for which a new written contract is sought for the funding year in Item 2.
- d. ☐ A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous program year.

**NOTE: Services that are covered by a qualified contract for all or part of the funding year in Item 2 do NOT require filing of Form 470. A qualified contract is a signed, written contract executed pursuant to posting a Form 470 in a previous program year OR a contract signed on/before 7/10/97 and reported on a Form 470 in a previous year as an existing contract.**

**8 ☐ Telecommunications Services**

***Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?***

- a. ☐ YES, I have an RFP. Choose one of the following: It is available on the Web at \_\_\_\_\_ or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.
- b. ☐ NO, I do not have an RFP for these services.

**If you answered NO, you must list below the Telecommunications Services you seek. Specify each service or function (e.g., local voice service) and quantity and/or capacity (e.g., 20 existing lines plus 10 new ones). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Telecommunications Services, and remember that only common carrier telecommunications companies can provide these services under the universal service support mechanism. Add additional lines if needed.**

**9 ☐ Internet Access**

***Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?***

- a. ☐ YES, I have an RFP. Choose one of the following: It is available on the Web at \_\_\_\_\_ or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.
- b. ☐ NO, I do not have an RFP for these services.

**If you answered NO, you must list below the Internet Access Services you seek. Specify each service or function (e.g., monthly Internet service) and quantity and/or capacity (e.g., for 500 users). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for**

examples of eligible Internet Access Services. Add additional lines if needed.

**10 ☒ Internal Connections**

**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?**

a ☒ **YES**, I have an RFP. Choose one of the following: It is available on the Web at \_\_\_\_\_  
or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☒ **NO**, I do not have an RFP for these services.

**If you answered NO, you must list below the Internal Connections Services you seek. Specify each service or function (e.g., local area network) and quantity and/or capacity (e.g., connecting 10 rooms and 300 computers at 56Kbps or better). See the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples of eligible Internal Connections Services. Add additional lines if needed.**

Service or Function:	Quantity and/or Capacity:
Internal Wiring, Conduits	54 Classrooms
Hubs, Switches, Router	As needed for 54 Classrooms
MDF, IDF's, UPS's	As needed for 54 Classrooms

**11 (Optional) Please name the person on your staff or project who can provide additional technical details or answer specific questions from service providers about the services you are seeking. This need not be the contact person listed in Item 6 nor the signer of this form.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone number (10 digits + ext.)

() - \_\_\_\_\_

Fax number

() - \_\_\_\_\_

E-mail Address (50 characters max.) \_\_\_\_\_

**12. ☐ Check here if there are any restrictions imposed by state or local laws or regulations on how or when providers may contact you or on other bidding procedures. Please describe below any such restrictions or procedures, and/or give Web address where they are posted.**

**13. (Optional) Purchases in future years: If you have plans to purchase additional services in future years, or expect to seek new contracts for existing services, summarize below (including the likely time-frames).**

**Block 3: Technology Assessment**

**14. ☐ Basic telephone service only: If your application is for basic local and long distance voice telephone service only, check this box and skip to Item 16.**

**15. Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is ONLY for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.**



- a. Desktop communications software: Software required ☒ has been purchased; and/or ☒ is being sought.
- b. Electrical systems: ☒ adequate electrical capacity is in place or has already been arranged; and/or ☒ upgrading for additional electrical capacity is being sought.
- c. Computers: a sufficient quantity of computers ☒ has been purchased; and/or ☒ is being sought.
- d. Computer hardware maintenance: adequate arrangements ☒ have been made; and/or ☒ are being sought.
- e. Staff development: ☐ all staff have had an appropriate level of training or additional training has already been scheduled; and/or ☒ training is being sought.
- f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.

#### Block 4: Recipients of Service

##### 16. Eligible Entities That Will Receive Service:

Check the ONE choice that best describes this application and the eligible entities that will receive the services described in this application.

You must select a state if (b) or (c) is selected:

a. ☒ Individual school or single-site library: Check here, and enter the billed entity in Item 17.

b. ☐ Statewide application (check all that apply):

- ☐ All public schools/districts in the state:  
☐ All non-public schools in the state:  
☐ All libraries in the state:

If your statewide application includes INELIGIBLE entities, check here. ☐ If checked, complete Item 18.

c. ☐ School district, library system, or consortium application to serve multiple eligible sites:

Number of eligible sites	
<i>For these eligible sites, please provide the following</i>	
Area Codes (list each unique area code)	Prefixes associated with each area code (first 3 digits of phone number) separate with commas, leave no spaces
If your application includes INELIGIBLE entities, check here. <input type="checkbox"/> If checked, complete Item 18.	

**17. Billed Entities**

Entity Name	Entity Number
GLENDALÉ UNIFIED SCHOOL DIST	143548

**18. Ineligible Entities**

Ineligible Participating Entity	Entity Number	Area Code	Prefix
---------------------------------	---------------	-----------	--------

**Block 5: Certification****19. The applicant includes:(Check one or both)**

- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the Elementary and Secondary Education Act of 1965, 20 U.S.C. Secs. 8801(14) and (25), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any school (including, but not limited to) elementary and secondary schools, colleges and universities.

**20. All of the individual schools, libraries, and library consortia receiving services under this application are covered by:**

- a. ☒ individual technology plans for using the services requested in the application
- b. ☒ higher-level technology plans for using the services requested in the application
- c. ☐ no technology plan needed; application requests basic local and long distance telephone service only.

**21. Status of technology plans (if representing multiple entities with mixed technology plan status, check both a and b):**

- a. ☒ technology plan(s) has/have been approved by a state or other authorized body.
- b. ☐ technology plan(s) will be approved by a state or other authorized body.
- c. ☐ no technology plan needed; application requests basic local and long distance telephone service only.

22. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.

23. ☒ I recognize that support under this support mechanism is conditional upon the school(s) or library(ies) I represent securing access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to use the services purchased effectively.

24. ☒ I certify that I am authorized to submit this request on behalf of the above-named entities, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

25. Signature of authorized person: ☒

26. Date (mm/dd/yyyy): 11/19/2002

27. Printed name of authorized person: Patrick Kennedy

28. Title or position of authorized person: **Director, Procurement & Contract Services**

29. Telephone number of authorized person: **(818) 241 - 3111 ext. 470**

[New Search](#)

[Return To Search Results](#)

## Select your school or library for

Zip Code: 91202

If after careful review, your entity is not found, please contact the SLD Client Service Bureau at 1-888-203-8100 for assistance.

	Entity Number	Name	Street Address
C	102327	BONNIE DAY KINDERGARTEN	534 W GLENOAKS BLVD,
C	102326	CASA VERDUGO BRANCH LIBRARY	1151 N BRAND BLVD,
6	102321	ELEANOR J TOLL MIDDLE SCHOOL	700 GLENWOOD RD,
C	102330	GLENDALÉ MONTESSORI SCHOOL	1212 N PACIFIC AVE,
C	102323	HERBERT HOOVER HIGH SCHOOL	651 GLENWOOD RD,
C	102324	IDA READ MCCARTHY SCHOOL	1200 N PACIFIC AVE,
C	102328	INCARNATION SCHOOL	123 W GLENOAKS BLVD,
C	102322	MARK KEPPEL ELEMENTARY SCHOOL	730 GLENWOOD RD,
C	102325	SALEM LUTHERAN SCHOOL	1211 N BRAND BLVD,

[<< Previous](#)
[Next >>](#)

Questions about the SLD Program? Call our Client Service Bureau at (888) 203-8100.

For web site questions or comments please use the [Get Help!](#) form.

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## ***FCC Form 470***

Universal Service Program Description of Services Requested and Certification Form



**Entity Number: 102321**

**Applicant's Form Identifier: 2003TOL470**

**Contact Person: Patrick Kennedy**

**Phone Number: 818-241-3111 Ext. 470**

**Please Record This Form 470 Application Number For Future Reference:  
This Number Must Be Used To Complete Your Application,  
If You Leave This Process Before The Application Is Completed.**

**Form 470 Application#: 319650000432587**

**Next >>**

**FCC Form 470**

Universal Service Program Description of Services Requested and Certification Form

Approval by OMB  
3060-0806

Entity Number: 102321

Applicant's Form Identifier: 2003TOL470

Contact Person: Patrick Kennedy

Phone Number: 818-241-3111 Ext. 470

**Block 2: Summary Description of Needs or Services Requested****7 This Form 470 describes (check all that apply):**

a. ☐ Tariffed services - telecommunications services, purchased at regulated prices, for which the applicant has no signed, written contract. A new Form 470 must be filed for tariffed services for each funding year.

b. ☐ Month-to-month services for which the applicant has no signed, written contract. A new Form 470 must be filed for these services for each funding year.

c. ☒ Services for which a new written contract is sought for the funding year in Item 2.

d. ☐ A multi-year contract signed on or before 7/10/97 but for which no Form 470 has been filed in a previous program year.

**NOTE: Services that are covered by a signed, written contract executed pursuant to posting of a Form 470 in a previous program year OR a contract signed on/before 7/10/97 and reported on a Form 470 in a previous year as an existing contract do NOT require filing of a Form 470.**

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## FCC Form 470

[illegible]

Approval by OMB  
3060-0806

Entity Number: 102321

**Applicant's Form Identifier: 2003TOL470**

**Contact Person: Patrick Kennedy**

**Phone Number: 818-241-3111 Ext. 470**

## Block 2: Summary Description of Needs or Services Requested

**What kinds of services are you seeking for Internal Connections? (Refer to the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples). Please answer the questions below if you select this category.**

**10** ☐ Internal Connections  
**Do you have a Request for Proposal (RFP) that specifies the services you are seeking ?**

a ☐ YES, I have an RFP. It is available on the Web at \_\_\_\_\_  
or via ☐ the Contact Person in Item 6 or ☐ the contact listed in Item 11.

b ☒ NO , I do not have an RFP for these services.

If you answered NO, you must list below the Internal Connections Services you seek.  
Specify each service or function (e.g., local area network) and quantity and/or capacity  
(e.g., connecting 10 rooms and 300 computers at 56Kbps or better). See the Eligible  
Services List at www.sl.universalservice.org for examples of eligible Internal Connections  
Services. Add additional lines if needed.

Service or Function:	Quantity and/or Capacity:
Internal Wiring, Conduits	54 Classrooms
Hubs, Switches, Router	As needed for 54 Classrooms
MDF, IDF's, UPS's	As needed for 54 Classrooms

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## FCC Form 470

0-98467-17-1 2nd Edition, 1992, 200 pages, \$19.95, ISBN 0-98467-17-1



Approval by OMB  
3060-0806

Entity Number: 102321

**Applicant's Form Identifier: 2003TOL470**

**Contact Person: Patrick Kennedy**

**Phone Number: 818-241-3111 Ext. 470**

## Block 2: Summary Description of Needs or Services Requested

**What kinds of services are you seeking for Internal Connections? (Refer to the Eligible Services List at [www.sl.universalservice.org](http://www.sl.universalservice.org) for examples). Please answer the questions below if you select this category.**

[illegible]



**FCC Form 470**

Universal Service Program Description of Services Requested and Certification Form

Approval by OMB  
3060-0806**Entity Number: 102321****Applicant's Form Identifier: 2003TOL470****Contact Person: Patrick Kennedy****Phone Number: 818-241-3111 Ext. 470****Block 3: Technology Assessment**

14. ☐ **Basic telephone service only:** If your application is for basic local and/or long distance telephone service (wireline or wireless) only, check this box and skip to Item 16.
15. Although the following services and facilities are ineligible for support, they are usually necessary to make effective use of the eligible services requested in this application. Unless you indicated in Item 14 that your application is **ONLY** for basic telephone service, you must check at least one box in (a) through (e). You may provide details for purchases being sought.

a. Desktop software: Software required <input checked="" type="checkbox"/> has been purchased; and/or <input checked="" type="checkbox"/> is being sought.
b. Electrical systems: <input checked="" type="checkbox"/> adequate electrical capacity is in place or has already been arranged; and/or <input checked="" type="checkbox"/> upgrading for additional electrical capacity is being sought.
c. Computers: a sufficient quantity of computers <input checked="" type="checkbox"/> has been purchased; and/or <input checked="" type="checkbox"/> is being sought.
d. Computer hardware maintenance: adequate arrangements <input checked="" type="checkbox"/> have been made; and/or <input checked="" type="checkbox"/> are being sought.
e. Staff development: <input type="checkbox"/> all staff have had an appropriate level of training/additional training has already been scheduled; and/or <input checked="" type="checkbox"/> training is being sought.
f. Additional details: Use this space to provide additional details to help providers to identify the services you desire.
<div style="border: 1px solid black; height: 60px;"></div>

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